



State Of California  
California Commission On Teacher Credentialing  
Box 944270  
1900 Capitol Avenue  
Sacramento, CA 94244-2700

Telephone:  
(916) 445-7254 or (888) 921-2682  
E-mail: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Web site: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DESIGNATED SUBJECTS SUPERVISION AND COORDINATION CREDENTIALS

---

Supervision and Coordination credentials are issued to individuals who meet the requirements listed below and who apply through, and are recommended by, a Commission-accredited Local Education Agency (LEA). A list of accredited LEAs (form CL-506) may be obtained from the Commission.

### Authorization

The Designated Subjects Supervision and Coordination Credential authorizes the holder to supervise and coordinate subjects and classes in all types of designated subjects programs.

### Requirements for the Credential

Applicants must satisfy **all** of the following requirements:

1. Possess a valid Designated Subjects Teaching Credential, other than for part-time service (The teacher who holds another type of California teaching credential which authorizes service in an adult or vocational education class may be eligible for the Supervision and Coordination Credential if all other requirements are met. The LEA must request a full-time Designated Subjects Adult Education Credential on the recommendation form for the Supervision and Coordination Credential. Only one application and fee is required for the initial issuance. Subsequent renewals require two applications and two fees.)
2. Obtain verification by your employer of completion of three years of full-time teaching experience in the subject named on the Designated Subjects Teaching Credential
3. Obtain verification by an LEA of completion of six semester units, or 90 clock hours, in a Commission-accredited personalized program in supervision and coordination
4. Verify passage of the California Basic Educational Skills Test (CBEST) (The CBEST Bulletin of Information with registration materials is available at school district and county education offices, and in the testing offices of any college or university offering Commission-accredited subject matter or teacher training programs.)  
You may also contact:

**CBEST Program**  
**National Evaluation Systems, Inc.**  
*P.O. Box 340880,*  
*Sacramento, CA 95834-0880,*  
*(916) 928-4001*  
*Web site: [www.cbest.nesinc.com](http://www.cbest.nesinc.com)*

### Period of Validity

The period of validity of the Supervision and Coordination Credential is determined by the expiration date of the Designated Subjects Credential held, but may not exceed five years from the date of issuance.

Reference: Title 5, California Code of Regulations, Section 80038